



Create a IHaveAPlanIowa Account

1. Go to <http://www.ihaveaplaniowa.gov>.
2. Select the *Create an Account* link.



3. Determine whether or not you have already created an A&A account. Most individuals have not. If you do not, choose the *Continue* link.

IHavePlanIowa uses the State of Iowa Enterprise A&A System to share common user accounts for state systems. A&A stands for Authentication (who you are) and Authorization (what you are allowed to do).

Do you already have a State of Iowa Enterprise A&A account?

You may already have an A&A account if you have signed up for Iowa School Alerts or other state agency service.

For state employees this might be the same as your `firstname.lastname@iowa.gov` e-mail address; for others it could be an account in the format `firstname.lastname@iowaid`.

Yes	Sign in to your Enterprise A&A account then create your IHavePlanIowa account	➤ Sign in with your A&A account
No	Create an Enterprise A&A account and an IHavePlanIowa account	➤ Continue ←
Maybe	if you are unsure, try to recover your A&A account before you continue.	➤ A&A account recovery

4. Choose your role and select the *Go* button.

WHO ARE YOU?

Middle School or Junior High School Student You are currently in or about to start the 5th, 6th, 7th, or 8th grade.	Go
High School Student You are currently in or about to start the 9th, 10th, 11th, or 12th grade.	Go
College or Postsecondary School Student You are a college or postsecondary school student or a high school graduate (or equivalent) planning to attend college.	Go
Adult You are over the age of 18 and in the workforce.	Go
Parent You are the parent of one or more students.	Go



5. Enter your date of birth and then click the *Find* button to choose your school.

Date of birth:

What middle school or high school do you attend?

6. The select school screen will appear. Choose your school and then select *Continue*.

PK-12 Schools

Choose your school or program from the list.

Use the categories, alphabetic buttons, or keyword search to update the list.

PK-12 Schools

- A-H-S-T High School
- ADM 6-7 Middle School
- ADM 8-9 Middle School
- ADM Senior High School
- AGWSR High School
- AGWSR Middle School
- Abraham Lincoln High School - Council Bluffs

ACCOUNT INFORMATION

7. Enter the following information.

Note: An email address is required; however, if you do not have an email address, you may check the box that allows the system to create one for you.

First name:

Middle name: (Optional)

Last name:

Year of high school graduation:

E-mail address: *

E-mail address (again):

☐ *: Either I do not have an e-mail address or I would like to use my IHaveAPlanIowa a account as my primary e-mail address to receive messages.

Hint: An external email address allows you to retrieve your account information if you forget.





8. Create your account name. You may want to use the following format: firstname.lastname. **Notice that @iowaid is automatically added to the account name.** This will be your account id. For example, if your name is John Smith, you will enter john.smith and your account id will become: john.smith@iowaid

ACCOUNT NAME AND PASSWORD

You will need these every time you sign in to this system. Please choose something you can easily remember. Your account name cannot contain spaces. Your password must be at least 8 characters but not longer than 20 characters and must contain uppercase and lowercase characters and at least one number or special character.

Account name: @iowaid Use only characters a-z, 0-9, "_", or "."

Password:

Password (again):

Note: Your password must be at least eight characters and must include at least one number and at least one capital letter. For example: Tigers19.

9. If you used Choices in the past and have a Choice Portfolio, you may import your portfolio into your new IHaveAPlanIowa account. You will select the option to import and enter your Choices Portfolio name and Password. (You may also import your Choices information later from Your Portfolio.) Read the privacy policy and terms of use and click *Submit*.

IMPORT FROM A CHOICES PORTFOLIO TO YOUR ACCOUNT

If you have previously used Choices Explorer or Choices Planner you can import your Choices portfolio contents into your new account.

☐ Import now from my existing Choices portfolio

☐ I'll do it later when I need it

Portfolio name:

Password:

☐ I have read and agree to the [privacy policy](#) and [terms of use](#) of this site.

Submit

10. Select *Continue*.

SIGN IN

In the next step, use the account name and password you just entered on the previous page to sign in using the IHaveAPlanIowa Enterprise A&A sign in page.

You will see a page like the one on the right whenever you sign in at IHaveAPlanIowa.gov.

Remember your account name ends with @iowaid. (For example: john.smith@iowaid.)

Next you will create personal security questions that can be used if you forget your account information.

Keep going, you're almost done! Click Continue.

ISaveAPlanIowa

Enterprise A&A

SIGN IN CREATE AN ACCOUNT FORGOT PASSWORD FORGOT ID

Sign into IHaveAPlanIowa here.

Enter your Account ID and password to sign into IHaveAPlanIowa.

Account ID:

Password:

☐ Take me to my Account Options after I Sign In.

[Sign In](#)

Account ID Examples:

- firstname.lastname@iowaid
- firstname.lastname@iowa.gov
- firstname.lastname@iowa.state.us
- firstname.lastname@iowa.state.us.us

[Need an Account?](#)
[Forgot Password?](#)
[Forgot ID?](#)

You are looking at 552 Login ©2004 State of Iowa, D&D-ITE Transaction ID: 146305 Version: 2.4.5.1

CONTINUE



i have a plan
IOWA

11. Enter your account name and password. **At the end of your account name, be sure to enter @iowaid.** For example, if your account name was john.smith, enter john.smith@iowaid. Now enter your password. Do **not** check the, "Take me to my Account Options after I Sign In," box.

Click the *Sign In* button.

- 9) On the next screen you will choose security questions that you will be prompted to answer in case you should forget your password.

Hint: Remember the answers to your questions. If you forget your password, you can answer these questions to reset your password and access your account.

YOU HAVE SUCCESSFULLY CREATED YOUR ACCOUNT

Your account name is Sue.Farrow@iowaid

Record your account name and password somewhere so you'll have them the next time you want to sign in.

Your new e-mail address is Sue.Farrow@ihaveaplaniowa.gov

This new e-mail address was created for you from your account name so that you can send and receive messages in Your Portfolio. You can share it with others if you want to receive their messages in Your Portfolio.

→ [Click here to continue](#) ➤

- 10) You will now see your confirmation page. Notice that your account name includes @iowaid. Click *Continue* to sign into your account.